

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2253    **TITLE:** ADMINISTRATIVE ASSISTANT III    **GRADE:** S-15

**DEFINITION:**

This level is characterized by one or a combination of the following:

- Specific subject matter skill/knowledge is required involving development and production of an end product. Work is performed without close review.
- Incumbents have independent responsibility for a comprehensive function\* requiring integration and coordination of a variety of information or administrative services.
- Incumbents have supervisory responsibilities for several lower level positions entailing such duties as setting priorities, training, and establishing work methods and procedures or full supervisory responsibilities for 1 or 2 employees. May participate in the selection and performance review processes.
  - Performing full supervisory duties (e.g., train, assign work, inspect work, coach and/or counsel, hire/fire, conduct performance appraisals, discipline) for 6 or more status L or T positions.
  - Performing full supervisory duties (e.g., all of the above plus discipline, hire, conduct performance evaluations, and terminate) for merit positions.

At this level, the following factors should be considered:

- Within limited subject areas, assignments may entail steps or actions that vary in nature and sequence on the basis of each individual case or they may be of a coordinating nature and composed of several phases/functions/subjects that must be integrated.
- Assignments are given in terms of the subject area concerned, with specific objectives, critical administrative aspects, and possible problems identified. Work is subject to review only as requested or when problems require evaluation of the application of established policy.
- Guidelines provided include a large number of procedural directives, and standard rules, regulations and precedents applicable to specific problems. In limited subject areas, some judgment is required to determine the applicability of guides to specific cases/problems. In coordinating assignments, some originality is required to organize all phases of a program/function and to obtain and correlate information from a variety of sources. This requires a good knowledge of standard administrative rules and interpretations within own area and a working knowledge of established methods and procedures used in related areas.
- Incumbents have responsibility for determining procedural methods of work, for coordinating phases of work with others; or within limited areas, for determining the applicability of numerous standard rules, regulations and interpretations to individual problems.

\*A comprehensive function consists of all phases of a particular function-start to finish; independently initiate actions, monitor the process, and follow through to completion or resolution.

**ILLUSTRATIVE DUTIES:**

General Financial Duties

- Uses spreadsheets or databases to organize information and produce standard reports;
- Prepares a variety of complex disbursement forms (e.g., check requests, travel forms, cash sheets, and journal entries) for routing and approval;
- May approve some disbursement forms;
- Compiles and maintains monthly, quarterly, semi-annual, and annual totals, reports, and financial statements;
- Explains fiscal rules and procedures to employees to insure uniform application.

Fiscal Administration

- Sets up accounts through corporate systems;
- Reconciles ledgers;
- Prepares status reports;
- Gathers data for use by others in preparing budget;
- Prepares transfer vouchers and interfund billing.
- Monitors external accounts for discrepancies.

Accounting

- Prepares wide variety of accounting forms;
- Reconciles daily receipts or accounts receivable/payable;
- Identifies discrepancies and makes corrections;
- Collects required documents;
- Prepare and authorizes expense vouchers and/or invoices within limited authorization levels.

Purchasing

- Verifies requests for goods and services against County contracts and funding sources;
- Orders goods or services and follows up/resolves discrepancies and ensures delivery;
- Authorizes requests for goods and services in corporate systems;
- Insures appropriate routing and approval of purchase requests.

Scheduling & Coordinating for others

- Maintains calendar(s);
- Schedules meetings;
- Makes and cancels appointments;
- Schedules rooms for classes, meetings, conferences, etc.;
- Coordinates audio visual, training equipment, refreshment requests;
- Set up schedules for internal administrative staff to insure that they are available to meet changing work needs.

Communication

- Composes routine correspondence on behalf of the executive/work unit head.

#### Office Management

- Provides administrative support and implements procedures;
- May supervise others;
- Establishes/modifies and maintains a system for tracking the progress of work that is the responsibility of the executive/work unit head;
- Trains and orients new employees;
- Provides and explains relevant policies and procedures.

#### General Administrative

- Composes routine correspondence on behalf of the executive/work unit head.

#### Receptionist/Public Contact

- Schedule appointments;
- Explains departmental policy/procedure but does not interpret them;
- Responds to inquiries that require referencing a variety of sources and utilizing knowledge of the department/County operations.

#### Word Processing/Typing

- Keys/types complex documents (e.g., technical);
- Proofs spelling and grammar;
- Uses multiple software packages to prepare equations, statistics, tables and/or presentations;
- Compiles reports from edited drafts;
- Uses macros and templates developed by others.

#### Information Systems/Software

- Performs data entry with some knowledge of department/work unit/program;
- Manipulates screens for additional entries;
- Generates routine reports;
- Creates simple spreadsheets;
- Maintains databases.

#### Reports

- Compiles routine factual/numerical reports using readily available information.

#### Payroll

- Processes pay adjustments;
- Transmits on-line T&As;
- Regularly inputs routine PRISM entries;
- Performs payroll functions (e.g., internal collection of time sheets, verify T&A entries, verify leave slips);
- Trains new employees on how to do on-line time.

Personnel

- Prepares and verifies completeness/accuracy of forms/documents (e.g., personnel requisitions, PARS, PCF's);
- Provides basic new employee benefits information;
- Explains routine personnel policies and procedures;
- Gathers information (e.g., salary range, class specifications, and merit adjustments) from HR web site or other County sources for supervisor/management;
- Instructs employees in proper completion of routine documents (e.g., insurance enrollment forms).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge

- Knowledge of standard rules and interpretations within own functional area and a working knowledge of established methods and procedures used in related areas;
- Significant nonstandard skill/knowledge is required involving production of an end product such as a report.

Word Processing /Typing

- Basic skills in the use of Microsoft Word.

Math Skills

- Basic Math Skills

PC Skills

- Basic skills in the use of applicable Microsoft Office Suite software.

Communication

- Ability to write simple documents.

Information Abilities

- Ability to process and integrate complex data.

Interpersonal Abilities

- Ability to establish and maintain effective working relationships with both external and internal contacts.

Purchasing and Accounting

- Ability to perform data entry into CASPS and/or FAMIS in at least 3 functions (e.g., create shells, accounts payable processing).

Personnel and Payroll

- Ability to perform routine PRISM functions (e.g., process PARS, requisitions).

Executive Assistance

- Ability to maintain confidentiality and be sensitive to political issues.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:

Education

- High School

Experience

- 2 years providing administrative support in the assigned functional area(s).

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. **Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.**

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